



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 28, 2010
POSITION: Senior Legal Typist, Permanent Full Time

Position Action # 910-263

SALARY: \$ 2589 – \$ 3148 Range A
\$ 2894 – \$ 3516 Range B

LOCATION: Sacramento Office of Appeals
2400 Venture Oaks Way, Suite 100
Sacramento, CA 95833

POSITION DESCRIPTION:

Under general supervision, performs various clerical work of average difficulty, which includes general typing and other work as required.

- Transcribes verbatim ALJ decisions, which are dictated on cassette tapes and the Digital Dictating System.
- Prepares a wide variety of legal documents, including subpoenas, subpoenas duces tecum, affidavits, interrogatories, memoranda relating to code sections 413 and various analysis of cases of the Appeals Board, other administrative tribunals and the courts.
- Logs in decisions, determines time lapse and files accordingly,
- Updates case information in the computer as instructed by an ALJ.
- Performs other clerical work as required.

WHO SHOULD APPLY:

- Persons who are currently in the class of Senior Legal Typist other classes within transfer range.
- SROA and Surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: CUIAB, Administrative Services
Attn: Susan Williams, Personnel Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833
Please write PA # 910-263 and Senior Legal Typist on application.

CONTACT: For more information about this position, contact:
Linda Calvillo, LSS II at (916) 263-6706

FINAL FILING: February 3, 2010

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